

Attendance & Enrollment Reports

Pam Brewer





Presentation Agenda

- ISEE Login
- ISEE Reports

IMPORTANT: Verify against student management software

- ISEE Calendar

IMPORTANT: Corrections to midterm reporting through 3/24/17 deadline.
After 3/24/17 corrections must be requested, approved and upload received by 6/16/17 deadline.

- Who to Contact



PROVIDED BY THE IDAHO STATE DEPARTMENT OF EDUCATION

ISEE LOGIN
Attendance & Enrollment Reports

IDAHO STATE DEPARTMENT OF EDUCATION

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ISEE INSTRUCTIONAL MANAGEMENT SYSTEM

TEACHERS:
Having trouble viewing your 2011-12 School Year Classes and Students?
Please contact your District Technology Director and ask for an ISEE upload to the State Department of Education.
[Click Here to Access](#) schoolnet

MY APPLICATIONS

- Admin Tool
- EYP - Adequate Yearly Progress
- Educational Tool
- Reports - Attendance**
- Reports - Training
- Teacher Certification

If you don't have a user account please visit the ISEE website and walk through the power point. Once you get your user account information you will be able to verify your uploads against your student management system for accuracy.



ISEE Balancing Reports

After each transmitted upload, run the following ISEE reports:

- Current Year Support Unit Calculation
- Building Level
- Net Enrollment Report
- Enrollment Detail Report
- Aggregate Attendance Detail
- Best 28 Weeks (end of the year)
- District Wide
- Prior Year Support Unit Calculation



Upload ISEE data prior to deadline to verify accuracy

You can run reports 24-48 hours after upload. Run these to validate your upload data against your student management system for accuracy and give yourself enough time incase corrections are needed. During payment periods, there may be a times when new files are not uploaded. This should be your only interruption for uploads. Review the deadlines established.



Unit Calculation Report

Effective Date: 8/3/2016

Idaho State Department of Education

8/3/2016 8:52:49 AM

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Attendance/Enrollment System
Current Year Support Unit Calculation

School Year: 2015 - 2016

Report Type: Midterm Reporting Period

DISTRICT	Days/Sessions	Aggregate	A.D.A	Special	Adjusted	Unit	Support
	Midterm	Attendance		Education	A.D.A	Divisor	Units
Kindergarten Administrative	21.50	15,797.50	734.77		734.77 /	40.0 =	18.37
Elementary 1-3 Administrative	43.00	107,067.00	2,489.93	(202.98)	2,286.95 /	20.0 =	114.35
Elementary 4-6 Administrative	43.00	100,860.50	2,345.59	(146.82)	2,198.77 /	23.0 =	95.60
Secondary Administrative	43.00	187,155.50	4,352.45	(254.43)	4,098.02 /	18.5 =	221.51
Exceptional Education							
Exceptional Preschool					41.74		
Exceptional Elementary					349.80		
Exceptional Secondary					254.43		
1038 - JUVENILE DETENTION CENTER					18.47		
Secondary							
Exceptional Education Total					664.44 /	14.5 =	45.82
Separate Attendance Units, Alternative Secondary Schools, District-to-Agency Contracts, Border Contracts, Summer J.D.							
1037 - ALT HIGH SCHOOL	171.00	43.00 25,048.98	582.53		111.37 /	12.0 =	9.28
Secondary							
1129 - HIGH SCHOOL SUMMER	24.00	24.00 12,938.00	539.08		57.50 /	40.0 =	1.44
Secondary							
1180 - JUVENILE DET-SUMMER	35.00	35.00 943.00	26.94		26.94 /	40.0 =	0.67
Secondary							
1180 - JUVENILE DET-SUMMER	33.33	33.33 2.00	0.06		0.06 /	40.0 =	0.00
Elementary 1-6							
Total Support Units							507.04
Protected Support Unit Adjustment: -0.06%							-0.3
Total Support Units (adjusted for protection)							506.74

Days in Session may not equal actual Days in Session due to rounding.

Once you send in your ISEE upload view your reports 24-48 hrs to verify and confirm that data sent is correct. Is the total Support Units what you expected?

Using the unit calculation report you will be able to identify possible issues with calendars & student data. Days in session should be whole numbers. Otherwise there are calendar issues. There are probably more than one calendar in a grade grouping that does not have the same attendance days. This will adversely affect your data and ultimately the support unit.



Net Enrollment Rpt

Effective Date :
Page: 1

Idaho State Department of Education
Attendance/Enrollment System
Net Enrollment Report

8/3/2016 8:57:27 AM

School Year: 2015 - 2016
Provider(s): DISTRICT
Building(s): All

Charters: Both
Period: None
Begin Date: 7/1/2015
End Date: 1/6/2015

Bldg	Building Region 1	Pre	K	1st	2nd	3rd	4th	5th	6th	Elementar Net Total	7th	8th	9th	10th	11th	12th	Secondary Net Total	All Grades Net Total
0120	271 DISTRICT	0	0	0	0	0	0	0	245	245	262	272	0	0	0	0	534	779
0121	MIDDLE SCHOOL	0	0	0	0	0	0	0	192	192	226	203	0	0	0	0	429	621
0122	HIGH SCHOOL	0	0	0	0	0	0	0	0	0	0	0	380	394	334	354	1,462	1,462
0217	ELEMENTARY SCHOOL	0	86	102	102	107	112	128	0	637	0	0	0	0	0	0	0	637
0220	CITY HIGH SCHOOL	0	0	0	0	0	0	0	0	0	0	0	471	403	434	325	1,633	1,633
0246	MIDDLE SCHOOL	0	0	0	0	0	0	0	281	281	294	282	0	0	0	0	576	857
0506	MEADOWS	0	91	101	126	113	119	99	0	649	0	0	0	0	0	0	0	649
0514	STEM ACADEMY	82	71	80	73	79	89	62	0	454	0	0	0	0	0	0	0	536
0735	ELEMENTARY SCHOOL	0	72	54	70	54	47	38	0	335	0	0	0	0	0	0	0	335
0738	MAGNET SCHOOL OF	0	92	129	129	140	144	128	0	762	0	0	0	0	0	0	0	762
0739	ELEMENTARY SCHOOL	0	47	76	80	83	60	97	0	443	0	0	0	0	0	0	0	443
0740	ELEMENTARY SCHOOL	0	88	123	101	112	91	99	0	614	0	0	0	0	0	0	0	614
0741	ELEMENTARY SCHOOL	0	96	53	52	75	81	63	0	420	0	0	0	0	0	0	0	420
0742	MAGNET SCHOOL OF	0	46	53	52	56	60	64	28	359	0	0	0	0	0	0	0	359
0743	ELEMENTARY SCHOOL	0	87	79	94	56	60	60	0	436	0	0	0	0	0	0	0	436
Total Grade Grouping		776		2,604		2,447										4,634		
Unit Calc Rept ADA		734		2,490		2,346										4,352		
Percentage		95%		96%		96%										94%		
1037	ALT HIGH SCHOOL	0	0	0	0	0	0	0	0	0	0	3	11	38	32	32	116	116
1038	JUVENILE DETENTION	0	0	0	0	0	0	0	0	0	0	1	3	4	5	3	16	16

Use the net enrollment rpt to see what grade groupings might be falling below the state average of 95% for the Midterm reporting period & 93% for Best 28 Weeks. Compare these totals to the Unit Calculation Rpt by grade grouping. This information will help to know what grade grouping to research if ADA is lower on the Unit Calculation Rpt. Remember to take out alternative schools, jdc & any track schools. Looking at your current year support unit will help you identify these if there is any question.



Building Level Rpt

Effective Date: 7/27/2016

Idaho State Department of Education

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Attendance/Enrollment System
Regular Attendance Information By Building

School Year: 2015 - 2016

Period(s): 1

DISTRICT

0121

MAGNET SCHOOL

Elem 4-6

Week Number	Monday Date	Days In Session	Emerg Closure Days	Vacation Days	Aggregate Attendance	ADA	Adjusted Aggregate Attendance
11	9/7/2015	4.0	0.0	0.0	756.50	189.13	756.50
12	9/14/2015	5.0	0.0	0.0	902.00	180.40	902.00
13	9/21/2015	5.0	0.0	0.0	911.50	182.30	911.50
14	9/28/2015	4.0	0.0	0.0	733.00	183.25	733.00
15	10/5/2015	5.0	0.0	0.0	917.50	183.50	917.50
16	10/12/2015	5.0	0.0	0.0	890.00	178.00	890.00
17	10/19/2015	5.0	0.0	0.0	928.50	185.70	928.50
18	10/26/2015	5.0	0.0	0.0	916.00	183.20	916.00
19	11/2/2015	5.0	0.0	0.0	922.00	184.40	922.00
Total		43.0	0.0	0.0	7877.00	183.19	7877.00

Building Level Rpt shows the weeks, # days per week, Aggregate Attendance and ADA for that week.

1. Verify days in session against the grade group calendar
2. Check ADA for any drops in attendance that can't be explained

If you find a grade grouping that is lower than expected by comparing the 95% enrollment for Midterm report period or 93% for Best 28 Weeks to the Unit calculation report. Next look at the building level report. Check the ADA for the grade groupings and buildings to see which weeks are low. This should help determine the weeks of lower ADA and if it is a building issue or grade grouping.



Aggregate Attendance Rpt

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Idaho State Department of Education
Attendance/Enrollment System
Aggregated Attendance Detail Report

7/27/2016 1:35:38 PM

Current Or Archive: July 15 2016

School Year: 2015 - 2016

Effective Date: 7/27/2016

Provider(s): DISTRICT

Building(s): All

Begin Attend Week: 1 - 07/01/2015

End Attend Week: 19 - 11/02/2015

Sixth Grade		06-Jul	07-Sep	14-Sep	21-Sep	28-Sep	05-Oct	12-Oct	19-Oct	26-Oct	02-Nov
Edu Id	Name										
123456789	Missing Class	4.00	2.50	5.00	2.50						
234567891	Eto Names	4.00	5.00	4.00	4.00	5.00	4.00	2.00	5.00	5.00	5.00
345678912	Good Attendance	4.00	4.00	5.00	4.00	5.00	5.00	5.00	5.00	5.00	4.00
		4.00	1.50	5.00	4.00	5.00	2.00	4.00	5.00	5.00	5.00
		4.00	5.00	5.00	1.00	0.00	0.00	5.00	5.00	5.00	5.00
		4.00	5.00	4.00	4.00	5.00	2.00	5.00	5.00	5.00	5.00
		4.00	5.00	5.00	4.00	5.00	3.50	5.00	5.00	5.00	5.00
		4.00	4.00	5.00	4.00	5.00	4.00	5.00	4.00	5.00	5.00
		4.00	5.00	5.00	4.00	4.50	4.00	5.00	5.00	4.00	4.00
		4.00	3.00	2.00	4.00	4.00	4.00	3.00	5.00	4.00	4.00
		4.00	3.00	5.00	4.00	5.00	4.00	5.00	4.00	4.00	4.00
		4.00	5.00	4.00	2.50	5.00	4.50	5.00	5.00	3.00	3.00
		4.00	5.00	4.00	2.50	5.00	4.00	5.00	5.00	4.50	4.50
		4.00	5.00	5.00	4.00	5.00	4.00	5.00	5.00	5.00	5.00
		4.00	5.00	5.00	4.00	5.00	4.00	5.00	5.00	5.00	5.00
		4.00	5.00	5.00	4.00	5.00	4.00	5.00	5.00	5.00	5.00
		4.00	4.00	5.00	3.00	3.50	2.50	0.00	0.00	4.00	4.00
		4.00	5.00	5.00	4.00	2.00	2.00	5.00	5.00	5.00	5.00
		4.00	5.00	5.00	4.00	5.00	5.00	5.00	5.00	5.00	5.00
		4.00	5.00	5.00	4.00	5.00	5.00	5.00	5.00	5.00	5.00
		4.00	5.00	5.00	4.00	5.00	2.00	5.00	5.00	5.00	5.00
		4.00	5.00	3.00	4.00	5.00	1.00	5.00	5.00	5.00	5.00
		4.00	5.00	5.00	4.00	5.00	5.00	5.00	5.00	5.00	5.00
		4.00	5.00	5.00	4.00	4.00	4.00	5.00	4.00	5.00	5.00
							2.00	5.00	4.00	4.00	4.00
								5.00	5.00	5.00	5.00
											5.00
Total Sixth Grade		756.50	902.00	911.50	733.00	917.50	890.00	928.50	916.00	922.00	
Total Grade Grouping		756.50	902.00	911.50	733.00	917.50	890.00	928.50	916.00	922.00	

If you have found issues comparing the 95% or 93% enrollment from the net enrollment rpt against the unit calculation rpt and have stepped through the building level rpt to identify which grade grouping and the weeks of lower ADA. You can then use the aggregate attendance rpt to pin point the possible issues. Possible issues: missed attendance, not stating correct entry or exit dates and there are zeros for attendance, Calendar issues, not having all grades within a grade group following the same attendance days, software issues, students not showing up in attendance that should be listed. Then you can verify this against the Enrollment Detail rpt to ensure all students are included & placed correctly. The Enrollment Detail report lists by Building, grade, EDUID & Name of students.



Exceptional Child Unit Report

Effective Date: 6/1/2016
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Idaho State Department of Education
Attendance/Enrollment System
Exceptional Child Unit Approvals

School Year: 2015 - 2016
Provider: DISTRICT

ELEMENTARY

- 1. Adjusted fall K-3 enrollment
- 2. Adjusted fall 4-6 enrollment
(Do not include JDC or Border students)
- 3. minus exceptional tuition equivalent students
- 4. (line 1 + line 3) minus line 3
- 5. line 4 x 6.0%
- 6. line 3 plus line 5 = approved number of ELEM students

58.03% x 349.8 = ELEM 1-3 portion
41.97% x 349.8 = ELEM 4-6 portion

Fall		
Membership		% of Total
3,383.00		58.03%
2,447.00		41.97%
	0.00	
	5,830.00	
	349.80	
	349.80	
	202.98	
	146.82	

K-12 figures
are based
off of the
General Net
Allocated
Enrollment

These figures are
the Special Ed
ADA reduction
adj for grade
grouping 1-12
ADA this will tie
back to the
Support Unit Calc

SECONDARY


- 7. Adjusted fall 7-12 enrollment
(Do not include AHS, JDC or Border Students)
- 8. minus exceptional tuition equivalent students
- 9. line 7 minus line 8
- 10. line 9 x 5.5%
- 11. line 8 plus line 10 = approved number of SECND students

4,626.00
0.00
4,626.00
254.43
254.43

The 6% of k-6 and 5.5% 7-12

These numbers will tie back to the unit calculation rpt for the exceptional child adj.

The enrollment numbers are taking into consideration any students exited or entered during the reporting period, dual enrolled students and any greater than 1 ada students.



Preschool FTE Unit Summary

Effective Date: 3/28/2016

Idaho State Department of Education

7/28/2016 7:18:41 AM

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Attendance/Enrollment System
Preschool FTE Unit Summary Report

School Year: 2015 - 2016

DistrictNumber	DistrictName	SchoolNumber	SchoolName	StudentCount	Sum Minutes Per week	Sum Calc FTE	Sum Max FTE
			Totals:	87	40071.00	41.74	41.74
	DISTRICT	0514	STEM ACADEMY	87.00	40071.00	41.74	41.74

Preschool numbers are based on your PK Students identified in your student management system

We now have the new preschool reports

Preschool FTE Unit Summary

Preschool FTE Detail – you will see the student detail by school

Preschool numbers will be updated twice during the year.

December ISEE deadline 12/14/15

March ISEE deadline 3/27/16

Make sure your Preschool information is correct w/ minimum hours served / otherwise your Preschool numbers will not be accurately reflected on the Unit Calculation rpt.



Prior Year Support Units (Protection vs. No Protection)

Effective Date: 4/30/2013
Page: 1
Idaho State Department of Education
Attendance/Enrollment System
Prior Year Support Unit Calculation
4/30/2013 4:43:35 PM

School Year: 2012 - 2013
Report Type: First Reporting Period

073 HORSESHOE BEND SCHOOL DISTRICT

	Prior Year				Support Units
	Prior Year A.D.A.	Minus %	Chaper	Units	
Kindergarten Administrative	18.00	18.00		0.00 Minimum	
Elementary 1-6 Administrative	94.26	91.45 /	10.00 +	5.72	
Secondary Administrative	147.91	143.47 /	12.00 +	11.96	
Exceptional Education					
Exceptional Elementary	7.26				
Exceptional Secondary	8.91				
Exceptional Education Total	16.17	15.88 /	14.50 +	1.08	
Total Prior Year A.D.A.	275.16			19.36	
Current Year					Support Units
	A.D.A.				Units
Total A.D.A.	275.16				19.36
Protected Support Unit Adjustment: < 0.11% (0.02)					Units
					19.34
Current Total ADA (P-12)	251.81				
Prior Year First Period Minus 3%	265.95				

*Excludes Alternative Summer, Summer Juvenile Detention, Border, and District-to-Agency Contracts

Example 1
Protected

Effective Date: 4/30/2013
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Idaho State Department of Education
Attendance/Enrollment System
Prior Year Support Unit Calculation
4/30/2013 4:55:05 PM

School Year: 2012 - 2013
Report Type: First Reporting Period

013 COUNCIL DISTRICT

	Prior Year				Support Units
	Prior Year A.D.A.	Minus %	Chaper	Units	
Kindergarten Administrative	18.75	18.75		0.00 Minimum	
Elementary 1-6 Administrative	18.75	18.75 /	10.00 +	5.68	
Secondary Administrative	95.20	92.34		8.00 Minimum	
Exceptional Education					
Exceptional Preschool	0.54				
Exceptional Elementary	7.68				
Exceptional Secondary	6.15				
Exceptional Education Total	14.38	13.95		1.00 Minimum	
Total Prior Year A.D.A.	223.08			15.28	
Current Year					Support Units
	A.D.A.				Units
Total A.D.A.	223.08				15.28
Protected Support Unit Adjustment: < 0.11% (0.02)					Units
					15.26
Current Total ADA (P-12)	222.15				
Prior Year First Period Minus 3%	216.38				

*Excludes Alternative Summer, Summer Juvenile Detention, Border, and District-to-Agency Contracts

Example 2
Not Protected

Decrease in ADA of 3% or more from the prior school year will mean that your district's units fall under the 3% protection rule.

Protected: we pay on protected value of units from the Prior Year Support Unit Calculation

Not Protected: we pay on your Current Year Support Unit Calculation

If your data is bad from the prior year, this will affect your protection.

We check both the current year support unit calc & the prior year support unit calc

If your protected units are less than your current units we pay on the higher value



District Wide

Effective Date: 7/1/2016

Idaho State Department of Education

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Attendance/Enrollment System
District Wide Regular Attendance Information

School Year: 2015 - 2016

Period(s): 1

DISTRICT

Secondary

Week Number	Monday Date	Days In Session	Emerg Closure Days	Aggregate Attendance	ADA	Adjusted Aggregate Attendance
11	9/7/2015	4.0	0.0	18,113.00	4,528.26	18,113.00
12	9/14/2015	5.0	0.0	21,994.50	4,398.90	21,994.50
13	9/21/2015	5.0	0.0	21,616.00	4,323.20	21,616.00
14	9/28/2015	4.0	0.0	17,396.50	4,349.13	17,396.50
15	10/5/2015	5.0	0.0	21,844.50	4,368.90	21,844.50
16	10/12/2015	5.0	0.0	21,551.00	4,310.20	21,551.00
17	10/19/2015	5.0	0.0	21,510.50	4,302.10	21,510.50
18	10/26/2015	5.0	0.0	21,556.00	4,311.20	21,556.00
19	11/2/2015	5.0	0.0	21,573.50	4,314.70	21,573.50
Totals:		43.0	0.0	187,155.50	4,352.45	187,155.50

Shows all of your
weeks aggregate
attendance in date
order by grade
grouping

This is a good report to use specifically by grade grouping district wide.
double check calendar
or use to look at ada by grade level district wide



Best 28 Weeks Report

Effective Date: 7/1/2016

Idaho State Department of Education

7/27/2016 3:51:45 PM

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Attendance/Enrollment System
Regular Attendance Information By Building

School Year: 2015 - 2016

DISTRICT

9037 ALT HIGH SCHOOL

Secondary

Rank	Week Number	Monday Date	Days in Session	Aggregate Attendance Hrs	Ada	Aggregate ADA
1	22	11/23/2015	2.00	3008.00	240.63	481.27
2	33	2/8/2016	4.00	3192.40	127.69	610.78
3	31	1/28/2016	4.00	3143.70	125.75	602.99
4	34	2/18/2016	4.00	3102.30	124.09	496.37
5	32	2/1/2016	5.00	3088.70	123.55	617.75
6	35	2/22/2016	5.00	2977.10	119.08	595.42
7	42	4/11/2016	5.00	2926.40	117.06	585.28
8	14	9/28/2015	4.00	2894.10	118.77	463.06
9	20	11/9/2015	4.00	2877.40	116.09	460.35
10	36	2/29/2016	5.00	2871.80	114.86	574.30
11	13	9/21/2015	5.00	2861.10	114.44	572.22
12	41	4/4/2016	5.00	2843.60	113.74	568.72
13	12	9/14/2015	5.00	2835.50	113.42	567.10
14	18	10/26/2015	5.00	2799.40	111.98	559.88
15	15	10/5/2015	5.00	2758.40	111.54	557.68
16	30	1/18/2016	4.00	2763.30	110.53	442.13
17	16	10/12/2015	5.00	2752.80	110.11	550.66
18	17	10/19/2015	5.00	2749.80	109.99	549.96
19	19	11/2/2015	5.00	2741.00	109.64	548.20
20	37	3/7/2016	5.00	2714.20	108.87	542.84
21	29	1/11/2016	5.00	2694.80	107.79	538.96
22	43	4/18/2016	5.00	2685.70	107.43	537.14
23	28	1/4/2016	5.00	2684.20	107.37	536.84
24	44	4/28/2016	5.00	2680.60	107.22	536.12
25	24	12/7/2015	5.00	2678.20	107.01	535.04
26	25	12/14/2015	5.00	2640.70	105.63	528.14
27	38	3/14/2016	5.00	2639.70	105.59	527.94
28	11	9/7/2015	4.00	2626.90	105.08	420.30
Totals:			130.00	79258.44	114.67	14907.37

This is the best 28 weeks report listing in order from the best week through week 28 for the school year.



Greater than 1 ADA Report

Idaho State Department of Education

8/3/2016 9:12:03 AM

Page: 1

Basic Education Attend Enroll System
Greater Than One ADA Report

School Year: 2015 - 2016

Provider: DISTRICT

district id	District Name	school id	School Name	Edu id	Name	Grade Name	Week Begin Date	Calendar Type	Instruction Days	Reported Attend Days	Adjusted Days	Reported Student ADA	Adjusted ADA
	MAIN SCHOOL	0121				Eighth Grade	2/1/2016	Regular School	5	5.00	2.50	1.00	0.50
	VIRTUAL	0869				Eighth Grade	2/1/2016	Regular School	5	5.00	2.50	1.00	0.50
	MAIN SCHOOL	0220				Eleventh Grade	1/25/2016	Regular School	4	2.50	2.00	0.63	0.38
	IDAHO COLLEGE & MAIN SCHOOL	1368				Eleventh Grade	1/25/2016	Regular School	3	3.00	1.50	1.00	0.62
	MAIN SCHOOL	0121				Eighth Grade	9/7/2015	Regular School	4	4.00	3.00	1.00	0.80
	VIRTUAL CHARTER	0578				Eighth Grade	9/7/2015	Regular School	4	1.00	1.00	0.25	0.20
	MAIN SCHOOL	0220				Eleventh Grade	14/2/2016	Regular School	5	1.00	0.00	0.20	0.00
	OTHER DISTRICT	1266				Eleventh Grade	14/2/2016	Regular School	5	5.00	5.00	1.00	1.00
	MAIN SCHOOL	0220				Eleventh Grade	1/11/2016	Regular School	5	1.00	0.00	0.20	0.00
	OTHER DISTRICT	1266				Eleventh Grade	1/11/2016	Regular School	5	5.00	5.00	1.00	1.00
	MAIN SCHOOL	0122				Eleventh Grade	11/9/2015	Regular School	4	4.00	3.50	1.00	0.89
	ALT SCHOOL	1037				Eleventh Grade	11/9/2015	Alternative High Schools	4	0.50	0.50	0.12	0.11
	MAIN SCHOOL	0122				Eleventh Grade	1/18/2016	Regular School	4	4.00	3.50	1.00	0.90
	ALT SCHOOL	1037				Eleventh Grade	1/18/2016	Alternative High Schools	4	0.50	0.50	0.11	0.10
	MAIN SCHOOL	0743				Third Grade	2/1/2016	Regular School	5	4.00	4.00	0.80	0.76
	OTHER DISTRICT	0513				Third Grade	2/1/2016	Regular School	4	1.00	1.00	0.25	0.24
	MAIN SCHOOL	0743				Kindergarten	2/1/2016	Kindergarten	2.5	2.00	2.00	0.80	0.76
	OTHER DISTRICT	0513				Kindergarten	2/1/2016	Kindergarten	2	0.50	0.50	0.25	0.24
	MAIN SCHOOL	0220				Twelfth Grade	9/28/2015	Regular School	4	4.00	3.50	1.00	0.89
	ALT SCHOOL	1037				Twelfth Grade	9/28/2015	Alternative High Schools	4	0.50	0.50	0.12	0.11
	MAIN SCHOOL	0220				Twelfth Grade	11/9/2015	Regular School	4	4.00	3.50	1.00	0.89
	ALT SCHOOL	1037				Twelfth Grade	11/9/2015	Alternative High Schools	4	0.50	0.50	0.12	0.11

The greater than 1 ada report will help you identify dual enrolled students and home school/private students. You will be able to contact the other district/charter to setup tuition agreements or determined the shared ADA. This is a great report and will be very beneficial throughout the year.



ADA = 1

No student will generate more than 1 ADA

- Tracking at the EDUID level identifies all attendance reported from every District & Charter
 - Students dually enrolled and generating more than 1 ADA will be automatically adjusted
 - Alternative school ADA is paid based up to 25 hours
 - Those student's hours who exceed 25 hours will be automatically adjusted to not exceed 1 ADA
 - You can still offer as many hours as needed
 - Those student's dually enrolled in Alternative School programs & District/Charter schools who generate more than 1 ADA will be automatically adjusted



ADA = 1 cont.

- Dually enrolled students, whether it be in an Alternative School to District or Charter, District to District, or District to Charter students shall not generate more than 1 ADA
 - These student's attendance will be aggregated and adjusted automatically.
 - It is advisable to establish tuition agreements among districts, charters and virtual charters.



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It would be wise to set up tuition agreements rather than report attendance in both schools.



ISEE UPLOADS

- After each ISEE upload:
 - Run Balancing reports and balance back to your student management system
 - Clear up any entry and exit reporting errors
 - Clear up duplicate attendance reporting
 - Make sure prior to 12/09/16 that all of your Midterm reporting period corrections have been made so it does not affect your funding for the February and subsequent payments based on this data.
 - Report Summer School correctly
 - Assign and report calendars correctly
 - Clear up all errors and warnings



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ISEE Submission Schedule

FY2016 - 2017

MIDTERM REPORTING PERIOD

1st day of school through the 1st Friday of November Submission

Attendance & Enrollment and Staffing

Including Summer School

	Correction Period (Date)	Submission Period	
Summer Alternative	05/22/2016 - 08/19/2016	08/05/2016 - 08/19/2016	Correction Deadline 12/09/16
October Submission	8/20/2016 - 9/30/2016	9/30/2016 - 10/17/2016	
November Submission	10/01/2016 - 11/04/2016	11/04/2016 - 11/18/2016	February 15th Payment

Opportunities to
fix Midterm
reporting period

4TH REPORTING PERIOD

November - February Submission & Corrections

Attendance & Enrollment and Staffing

ATTENDANCE & ENROLLMENT CORRECTIONS: All corrections to Midterm reporting **MUST** be submitted by the deadline of 3/24/17

	Correction Period (Date)	Submission Period	
March Submission	11/05/2016 - 02/02/2017	02/02/2017 - 02/17/2017	Correction Deadline 3/24/17 May 15 th Payment

3/24/17 Deadline for
all corrections to
Midterm Reporting
Period

FINAL REPORTING PERIOD

March - June Submissions

Attendance & Enrollment Final Submission 6/17/16

	Correction Period (Date)	Submission Period	
May Submission	02/04/2017 - 05/05/2017	05/05/2017 - 05/19/2017	Deadline 6/16/17
End of Year Submission	05/06/2017 - 06/16/2017	05/20/2017 - 06/16/2017	July 15 th Payment

Any corrections to
Midterm reporting
period must be approved
prior to 6/16/17 deadline

ATTENDANCE & ENROLLMENT CORRECTIONS:

Any corrections to Midterm reporting period needed after 3/24/17 **MUST** be requested and approved prior to the 6/16/17 deadline.

Opportunities to fix Midterm reporting period

3/24/17 Deadline for all corrections to Midterm Reporting Period

Any corrections to Midterm reporting period must be approved prior to 6/16/17 deadline

Run your reports and validate your data after every upload.

Any Attendance & Enrollment corrections to the Midterm reporting period after 3/27/16 will need to be identified, approved and uploaded prior to 6/17/16 submission.



WHO TO CONTACT

Attendance & Enrollment

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